18 January 1978

MEMORANDUM FOR THE RECORD

25X1A FROM: [_____]

SUBJECT: Recommended Content for Options of the DATP [____] 25X1

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1. [____] After reviewing the comments provided by each of the DDA Personnel Panel members on their perceptions and desires for the DATP, the two options outlined in the 14 December 1977 memo have been discussed with ADTR. In an effort to put some substance to the general themes of the two options, opinions and guidance were solicited of the Chief, Intelligence School (C/IS) and his staff on formulation of the program. The following summary for each of the two options represents a consensus of the undersigned and C/IS as to course content. It is also felt that the basic expectations of each of the Offices of the DDA for the DATP will be met by one of the two options. In neither case will all of a particular Office's desires for the DATP be fulfilled, but the compromise offered is considered the best available considering such factors as time, budgetary restraints and personnel resources.

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2. [____] In regard to the first option discussed in the 14 December 1977 memo, the shorter version for newly hired junior professionals could be achieved by using primarily two existing OTR courses in a somewhat expanded format: Introduction to CIA and the DDA Trends & Highlights. It is considered that these two courses as a package, along with a limited amount of on-site orientation provided by the participating Offices of the DDA, would meet the basic objectives of the first option.

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3. [____] In respect to the second option discussed in the 14 December 1977 memo, the following summary is recommended: As a means of providing formalized management training for the DATP, the following OTR courses and workshops will form a nucleus around which the eight Offices of the DDA will develop their particular orientations. By scheduling this package of courses in the early portion of the program, the principles and techniques of supervision and management which are covered will provide not only a valuable foundation for the remainder of the program, but will prepare the participants for future managerial positions:

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  A. Effective Written English - 2 1/2 to 3 days

  B. Intelligence Briefing Course - 2 1/2 to 3 days

  C. Fundamentals of Supervision and Management - 5 days

  D. Survey of Financial Management/CIA Financial Systems - combine into a 4-day course

  E. Personnel Evaluation Workshop - 2 days

  F. Personnel Management - 2 days

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  G. [   ] "Preference and Perception Inventory" - to be used as a tool to stimulate self awareness as managers and their environment.

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4. [   ] This package of management courses would comprise approximately four weeks of the total 10-12 week program. Around this nucleus, a general orientation of the DDO, DDS&T and NFAC would be programmed consisting of approximately three days devoted to each directorate. OTR in conjunction with DDO developed a five-day Operations Directorate Orientation course which had an initial running 28 November-2 December 1977.

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In speaking with [   ] the original course coordinator, he felt that with some modification and concentrating strictly on the DDO, the course could be adapted to a three-day presentation. It is understood that NFAC currently has a three-day orientation course which could be reviewed for inclusion if considered appropriate. [   ] of NFAC   25X1A
is cognizant of the three-day course. It is felt that DDS&T could provide a similar offering possibly drawing on pertinent portions of their Career Development Course. According to the Training Officer of DDS&T, they currently have a two-day orientation course that in all probability could be tailored to the DATP.

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5. [   ] The remaining portion of the DATP would consist of the in-depth look at the DDA. This phase, developed by each of the Offices, would total approximately five weeks. Through a combination of seminars/lectures/orientation briefings in selected elements of their particular disciplines, a program would be put together whereby all the subgroup careerists would gain a fuller appreciation for the missions of all

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Offices of the DDA and how they function. If considered appropriate, a case study requiring the use of problem solving techniques and application of management theory derived from the first segment of the program would be scheduled. This would be a joint venture of all the Offices.

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6. ☐ The following areas of interest should be considered for inclusion in the respective presentation by each Office:

A. Office of Communications - Two days covering an OC overview; programming and budgeting; the Commo field operation; NOC and agent Commo support; tour of headquarters communications facilities; and planning for future requirements with current state of the art.

B. Office of Data Processing - Four days consisting of an introduction to data processing concepts, terminology and methodology; Management Applications Development/ General Accounting System/Soviet Cost Analysis Model; Telemetry Analysis and Display/Support for Analysts File Environment/COMIREX Automated Management System; managing ODP growth in terms of budgetary and space restrictions and the future of minicomputers.

C. Office of Finance - Four days wherein insight is provided about Office of Finance's statutory obligations to DCI; Accounts Division and Plans and Systems Staff; Audit and Certification Division; Compensation Division; Monetary Division and Liaison Program.

D. Office of Logistics - Five days covering supply management; transportation and procurement; printing and photography; logistics services and real estate and construction.

E. Office of Medical Services - Two days providing an OMS overview and presentations by selected components such as Field Operations, Psychological Services Staff, etc.

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     F.   Office of Personnel - Four days covering recruitment and placement; plans and review; position management and compensation; special programs such as retirement, outplacement and insurance; personal affairs and contract personnel.

     G.   Office of Security - Four days looking at the missions, functions and basic policies of the Office; personnel security programs; compartmented security; computer security; technical security countermeasures; physical security; industrial/contract security; FOIA and Privacy Act and security programming for DDO, NFAC and DDS&T.

     H.   Office of Training - Two days covering OTR overview; a look at the Services Staff; Career Training Program; Intelligence Training; Functional Training and the Language School.

In each of the above Office presentations, it is hoped that the Office Director or Deputy would provide appropriate closing remarks.

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I. Objectives of the Directorate of Administration Training Program (DATP)

The DATP can be developed to achieve any of a variety of ultimate objectives. The following are offered for consideration:

A. To develop a corps of junior professionals in the DDA who will be future DDA managerial personnel.

B. To develop a cadre of DDA professionals who can be called upon to perform a broad range of support duties both at Headquarters and abroad.

C. To upgrade the knowledge of DDA junior professionals so they can perform their jobs more satisfactorily.

D. Serve as a screening mechanism to identify promising DDA professionals who should succeed to the GS-15 level and above in their careers.

E. Other suggestions:

II. Selection of Participants

Once determination is made as to what the ultimate objective should be, the selection process must be established.

A. Is the program perceived to be for new hires who have been recruited on basis of predetermined standards explicitly for the program?

B. Reserve the program for qualified junior officers nominated/selected by their sponsoring Office or appropriate DDA forum based on agreed upon criteria. Criteria for selection based on grade, time in Agency, experience (either practical or formalized training).

III. As a preliminary to establishment of course content, the following information would be useful:

A. What reasons are perceived for establishing such a program?

B. What kind of your own careerists would you include in such a program?

C. What benefits do you want for your Office in particular and the DDA as a whole from such a program?

D. What areas of instruction do you feel need to be included in the program?

E. How many of your nominees per year would you like to see involved in the program?

What timing (both length and scheduling) is considered appropriate?

F. What support are you willing to give the program in terms of lectures, office visits, on-the-job training, study materials, etc.